



Login to the e-PDE Web Portal and click on the **PIMSReports-District** hyperlink.

Note: If you do not have access to this link, you will have to register for the **PIMSReports-District** application on the ePDE Web Portal.



From Cognos Welcome Page, select the **Cognos Connection** hyperlink under View Cognos Content.



From the Public Folders screen, select the **eScholar Framework for Cognos – Verify** link.
All reports accessible to you will be available under this tab.



To run a report, click the report name hyperlink of the report. Note that all reports are grouped into folders within the 'eScholar Framework for Cognos - Verify' folder. Therefore, you will have to select a specific folder to view individual reports



You may be prompted to select specific values that will filter your report. Click on the applicable prompts and click "Next" at the bottom of the page. After all prompts are selected, click on "Finish" at the bottom of the page. Your report will be generated in HTML format. If the report contains multiple pages, you can click the links ('Top', 'Page Up', 'Page Down', 'Bottom') at the bottom of the page to navigate through the report.



To export the report in another format, click on the export buttons in the upper right hand corner.



View report in PDF format



View report in Excel Options (2000 Single Sheet, Excel 2002 or CSV formats
(NOTE: choose the specific format by clicking on the down arrow)



View report in XML format



To exit the report, click the 'Return' link.



Key Items to Remember



Please ensure that there are no pop-up blockers running when you view Cognos Connection.



We recommend installing the latest version of Adobe Acrobat/Reader.



Please make sure that your browser plug-ins for Adobe and Microsoft Office are working correctly
NOTE: this will enable your browser to open PDF and Excel files inside your browser)

Need more information?

Access the PIMS website at <http://www.pde.state.pa.us/PIMS>